

DEPARTMENT OF THE NAVY HEADQUARTERS UNITED STATES MARINE CORPS WASHINGTON, DC 20380-0001

MCO 3571.2F

LPO-1 18 Aug 90

MARINE CORPS ORDER 3571.2F

From: Commandant of the Marine Corps

To: Distribution List

Subj: EXPLOSIVE ORDNANCE DISPOSAL (EOD) PROGRAM

Ref: (a) MCO 8027.1C (NOTAL)

(b) NAVMC 2771

- (c) MCO 1220.5G
- (d) MCO 1210.8A
- (e) SECNAVINST 5510.28A
- (f) NAVSEA OP 2239
- (g) OPNAVINST C5510.83E
- (h) OPNAVINST 5510.1H
- (i) MCO 5521.3G
- (j) MCO P1000.6F
- (k) MCO P1020.34E
- (1) MCO 1200.7H
- (m) MCO 7220.24L
- (n) MCO 1500.40
- (o) MCO 1553.1A
- (p) SECNAVINST 3020.4E
- (q) MCO 7330.2B
- (r) NAVSEAINST 8020.13A
- (s) UM-4400-15
- (t) UM-4400-124
- (u) OPNAVINST S5513.3B (NOTAL)
- (v) MCO P8011.4G
- (w) MCO 8010.1D
- (x) Navy EODB 0-1-60-1
- (y) NAVMC 1017, TAM

Encl: (1) Guidelines for Conducting and Reporting Interviews

- (2) Command Officer's Guide
- (3) Concept of Employment for Task Organized EOD Teams
- (4) Marine Corps Activities Having EOD Responsibilities
- (5) EOD Support to the U.S. Secret Service
- (6) Minimum Quantities of Equipment for Marine Corps EO Units
- (7) EOD Report Format
- (8) EOD Tool/Equipment Discrepancy Reporting Format
- (9) EOD Publication Discrepancy Reporting Format

Reports Required: I. EOD Operation Report (Report Control Symbol DN-8027-01), par. 12a and enclosure (7).

- II. EOD Tool/Equipment Discrepancy (Report Control Symbol EXEMPT), par. 12d and enclosure (8).
- 1. $\underline{\text{Purpose.}}$ To establish policy for the Marine Corps EOD Program.
- 2. <u>Cancellation</u>. MCO 3571.2E.
- 3. <u>Scope.</u> This Order contains instructions on personnel, training, operations, logistics, and publications germane to the Marine Corps EOD Program.
- 4. <u>Mission.</u> The EOD mission is to provide a capability to neutralize the hazards associated with explosive ordnance that are beyond the normal capabilities of other specialties, and present a threat to operations, installations, personnel, and material.
- 5. <u>Information</u>. This Order amplifies reference (a), a joint service regulation, which prescribes responsibilities associated with EOD efforts. Explosive ordnance disposal services are conducted during peace and in time of war, and include locating, identifying, rendering safe, recovering, evaluating for technical intelligence, and disposing of any explosive ordnance or explosive materials. The need for this service has been proven by past experience, and shows that 5 to 10 percent of explosive ordnance fired, dropped, or placed, did not function as designed. This ordnance, when interspersed with sophisticated area denial munitions, equates to a total of 35 to 40 percent unexploded ordnance on the modern battlefield. The presence of those unexploded items poses a threat to combat operations, logistic support capabilities, civil defense, and the morale of Marines.
- 6. <u>Terms, Definitions, and Abbreviations.</u> Reference (a) contains terms, definitions, and abbreviations peculiar to the EOD Program. Definitions applicable to this Order are as follows:
- a. <u>EOD Operations.</u> Employment of defined EOD procedures by qualified EOD personnel upon hazardous, unexploded ordnance.
- b. <u>Emergency Response.</u> Due to the functioning characteristics of certain ordnance items, both standard and improvised, a timely response to an EOD incident may be the determining factor in successfully neutralizing the threat. The need for such response is defined as an emergency response.
- c. <u>Emergency Vehicle</u>. A vehicle properly identified, appropriately equipped, and used to provide emergency response to EOD incidents. Operators must have an emergency vehicle operator's permit.

- d. <u>EOD Team.</u> A minimum of two fully qualified EOD technicians capable of performing any EOD operation.
- e. <u>EOD Response Team.</u> The initial EOD team responds to an explosive ordnance incident for the purpose of locating, identifying, and categorizing explosive incidents. This response team may pick up, do a render safe procedure, and/or dispose of many simple incidents (booby-traps, hand grenades, etc.).

f. Task Organized EOD Team

- (1) <u>Fleet Marine Force (FMF).</u> A team of EOD personnel organized for a specific mission and suitably equipped to complete that mission successfully.
- (2) <u>Bases and Stations.</u> Depending on the particular base/station support mission, these EOD teams will vary in size from 4 to 17 Marines, appropriately equipped to support tenant commands, and in the interest of public safety, to provide EOD assistance to Federal, State, and local law enforcement agencies.
- g. Incident Categories. Each EOD incident will be categorized according to the threat it poses to critical combat resources and facilities or by the resultant destruction potential, should the item detonate. Incidents will be categorized as A, B, C, or D, as defined in paragraphs 6g(1) through 6g(4), herein. Areas or locations that are potential incident targets should be precategorized whenever possible to assist in the risk decision process.
- (1) <u>Category A.</u> Incidents that constitute a grave and immediate threat. Category A incidents are to be given priority over all other incidents. EOD procedures are to be started immediately, regardless of personal risk EOD personnel.
- (2) <u>Category B.</u> Incidents that constitute an indirect threat. Before beginning EOD procedures, a safe waiting period will normally be observed to reduce the hazard to EOD personnel.
- (3) <u>Category C.</u> Incidents that constitute a minor threat. These incidents will normally be dealt with by EOD personnel after category A and B incidents, as the situation permits, and with minimum hazard to EOD personnel.
- (4) $\underline{\text{Category D.}}$ Incidents that constitute no threat at present.

7. <u>Personnel</u>

a. The CMC assigns EOD personnel to fill specific table of organization (T/O) billets. Due to the limited number of EOD personnel, commanders must ensure the most effective utilization of these Marines by assigning them to appropriate EOD billets. Duties within the capability or responsibility

of other billets are not considered appropriate assignments. Personnel assigned to fill EOD billets must be qualified by completion of the formal courses of instruction outlined in reference (b), for Military Occupational Specialties (MOS) 2305 (Explosive Ordnance Disposal Officer) and 2336 (Explosive Ordnance Disposal Technician) and are subject to the following limitations:

- (1) Officers and enlisted personnel who volunteer for a lateral move to MOS's 2305 and 2336, per references (c) and (d), will be interviewed by a currently qualified EOD officer or staff noncommissioned officer using enclosure (1) as part of the screening process. In addition, the Marine's commanding officer will ensure compliance with reference (b) by using enclosure (2).
- (2) Personnel selected for training in MOS's 2305 and 2336 must be eligible for access to Critical Nuclear Weapons Design Information (CNWDI) per reference (e) and must be physically qualified for an explosive driver's license per reference (f).
- (3) EOD personnel must possess a final secret security clearance, based on a background investigation (BI). A BI is required per paragraph 11-302a of reference (g), and paragraph 21-10.1a of reference (h). Access must be granted per reference (i).
- (4) Personnel who are selected for the EOD basic course not possessing a security clearance, based on a BI, shall be granted a security clearance based on a satisfactory National Agency Check (NAC) or Entrance National Agency Check (ENTNAC) by the Marine's command. In addition, the command shall forward to the Department of the Navy, Central Adjudicating Facility (DONCAF) the completed BI. Requests for clearance adjudication via the Manpower Management System (MMS) will include the appropriate Command Security Action Request Code. Upon receipt, DONCAF will adjudicate the clearance and update the MMS. In order for the Marine Corps Representative, Naval School EOD (NAVSCOLEOD), to be aware of the completed BI, the following address should be reflected in the return address block of DD Form 398 (Personnel Security Questionnaire, Department of Defense): Marine Corps Representative, Naval School, Explosive Ordnance Disposal, Naval Ordnance Station, Indian Head, MD 20640-5040.
- (5) Primary MOS 2305 is restricted to warrant officers and limited duty officers. Unrestricted officers are authorized, as part of their career broadening tours of duty, to volunteer for an EOD assignment and carry MOS 2305 as an additional MOS. Reference (d) applies.
- b. Personnel accepted for training in EOD will complete the training required for assignment of MOS's 2305 and 2336. When rapid increases in force structure dictate, enlisted personnel may be released to the field after completing

conventional weapons training only. These personnel must complete nuclear weapons disposal training in conjunction with their first EOD advanced course.

- c. Incentive pay for hazardous duty shall be authorized to EOD personnel assigned to primary duty involving the demolition of explosives. Such authorization shall be per reference (j). Commanding officers will request authorization from the CMC (MMOA/MMEA) to grant incentive pay to EOD technicians in excess of authorized T/O billets.
- d. Commanding officers authorized EOD personnel by T/O or who have operational control of EOD personnel, shall authorize those personnel to wear the appropriate EOD insignia per the following criteria:
- (1) <u>Basic EOD Insignia.</u> Any commissioned officer, warrant officer, or enlisted Marine who has successfully completed the prescribed EOD basic course outlined in reference (b).
- (2) <u>Senior EOD Insignia</u>. Any commissioned officer, warrant officer, or enlisted Marine who, in addition to the requirements in paragraph 7d(1), preceding, also:
- (a) Serves a total of 5 years cumulative service in an EOD billet.
- (b) Satisfactorily completes the EOD advanced course.
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- (3) <u>Master EOD Insignia</u>. Any commissioned officer, warrant officer, or enlisted Marine who, in addition to the requirements in paragraphs 7d(1) and (2), preceding, also:
- (a) Serves a total of 10 years cumulative service in an EOD billet.
- (b) Satisfactorily completes a second EOD advanced course.
- (c) Satisfactorily meets individual training standards.
 - (4) The EOD insignia will be worn per reference (k).
- (5) The authorization or revocation to wear the EOD insignia shall be in writing and a copy forwarded to the CMC (MMRB-20), Quantico, VA 22134-0001, and CMC (LPO), Washington, DC.
- (6) Commanders shall revoke authorization to wear the ${\tt EOD}$ insignia for denial or withdrawal of a security clearance per reference (i).

8. <u>Training</u>

- a. Formal training to qualify personnel for assignment to EOD duty is provided by the NAVSCHOLEOD, Eglin AFB, FL, for Phase I, and NAVSCOLEOD, NOS, Indian Head, Maryland, for Phase II.
- b. Commanding officers will nominate Marines who volunteer and are eligible for such training per references (c) through (e), and (1), and paragraph 7a(1), preceding. Personnel selected for assignment to the EOD basic course must obligate themselves for 3 years active service, prior to transfer to NAVSCOLEOD, except those assigned per reference (m).
- c. Successful completion of the EOD advanced course every 6th fiscal year (FY), after graduation from the EOD basic course, is required for continued assignment to EOD duties.
- (1) EOD officers and enlisted technicians will normally be ordered to advance training by the CMC (MMOA/MMEA) between the 5th and 6th fiscal year after completion of the EOD basic course or the last EOD advanced course. Personnel assigned EOD duty outside the continental United States (CONUS), or personnel assigned to a category "B" billet, will consider their eligibility extended for the duration of the assignment. Personnel on extended eligibility will request assignment to the first available EOD advanced course immediately upon assignment to EOD duty in CONUS. An exception to this is personnel assigned for a 36-month tour outside CONUS. Technicians having more than 12 months remaining on a 36-month tour outside CONUS can be ordered to the EOD advanced course or the Advanced Access and Disablement course (AA&D).
- (2) EOD personnel within CONUS, not in receipt of orders by the end of the 6th fiscal year following completion of EOD basic course or last EOD advanced course, will submit an administrative action form to the CMC (LPO-1), requesting an extension of eligibility and assignment to the first available EOD advanced course.
- (3) Personnel who are to be retired or discharged within 180 days will not be ordered to any of the EOD advanced courses. Commands shall request an extension of eligibility for such personnel from the CMC (LPO-1).
- (4) Commands with personnel in receipt of orders to an EOD advanced course shall ensure that complete clearance information (including CNWDI certification) is forwarded via message to: NAVSCOLEOD INDIAN HEAD MARYLAND, info: MARCOREP INDIAN HEAD MARYLAND. Additionally, acceptance of the school seat quota must be reported to the CMC (MMOA/MMEA) with an information copy to the CG Marine Corps Combat Development Command (MCCDC) (TE-33), Quantico, Virginia. This can be included in the aforementioned message by the addition of: CG MCCDC//TE33//, as an information addressee.

- (5) Personnel assigned EOD duties in CONUS, having not attended the EOD advanced course, and having not received an extension of qualification, may be removed from EOD duties and be required to attend the EOD basic course prior to being assigned to an EOD billet.
- (6) EOD personnel who resign or are discharged from the Marine Corps for more than 90 days, and who did not have a minimum of 6 years service in EOD, will be required to attend the EOD basic course upon reentry and prior to reassignment to EOD duties.
- d. Unit training builds upon the skills taught at the Naval School, $\mbox{EOD}.$
- (1) Commanders shall ensure that EOD units develop a detailed technical training program per references (n) and (o) to satisfy qualification requirements outlined in reference (1) and individual training standards (ITS) for Occupational Field (OccFld) 23.
- (2) Maximum emphasis shall be placed on improvement of team proficiency.
- (3) The EOD unit training program will place primary emphasis on mission oriented and skill progression training. The program will be tailored to build upon formal training received at NAVSCOLEOD, and to enhance the proficiency of technicians to ensure accomplishment of the assigned mission. Individual training standards for OccFld 23 will form the basic requirements for this training per reference (o).
- (4) Full advantage of local opportunities for realistic EOD training shall be exploited. Included would be routine access to bombing or other ranges, training with nuclear support units, active participation in EOD related training exercises, and disassembly/inerting of ordance. Opportunities to train with other services or on other service ranges are encouraged provided such training does not interfere with operational requirements.
- (5) The disassembly and inerting of foreign and domestic ordnance by qualified EOD technicians is recognized as being an extremely valuable training tool, enhances knowledge, and builds self-confidence. However, because of the inherent dangers involved, this training must be conducted under full command cognizance and authorized by respective CG's. This authority may be delegated in writing to any level deemed appropriate, but not below the senior EOD officer of the organization. CG's providing EOD teams to deploying/standing Marine Air-Ground Task Forces (MAGTF), shall recommend an appropriate level and receive force commanders' concurrence in delegating authority at that level.

- (a) Disassembly and inerting conducted on known foreign or domestic ordnance must be based on written and previously used procedures. This does not preclude the technician from writing a procedure and comparing it to the existing procedure for positive reinforcement of the training objective.
- (b) Those EOD units possessing known foreign and domestic ordnance, but having no written procedures, WILL NOT conduct inerting operations until written procedures/instructions have been received via the Marine Corps Detachment (MCD), Naval EOD Technology Center (NAVEODTECHCEN), Indian Head, Maryland.
- (c) Unknown or first-seen ordnance will be reported per paragraph 12c of this Order. Inserting or disassembly operations WILL NOT be conducted until written procedures/instructions are provided by the MCD, NAVEODTECHCEN, Indian Head, Maryland.
- (6) The preceding procedures pertain to normal training evolutions but may be waived or modified as necessary by CG's during contingency operations or under combat conditions.
- (7) The disassembly of ordnance materials conducted as a prelude to disposal operations will not require CG's approval; however, the guidance in paragraph 12c for unknown or first seen ordnance will apply.

9. <u>Operations</u>

- a. Marine Corps activities having EOD responsibilities are listed in enclosure (3). Recommendations for changes to this listing should be addressed via the chain of command to the CMC (LPO-1).
- b. The basic operational unit is the EOD response team. The structure of this EOD team may vary according to the size and mission of the unit being supported, but will normally consist of not less than two EOD personnel. Additional EOD personnel may be assigned to an EOD response team for specific mission, subject to operational requirements.
- c. The FMF EOD capability is provided by the following units:
- (1) Force service support groups (FSSG) have an organic EOD platoon in the Headquarters and Service Company of the Engineer Support Battalion (enclosure (4)).
- (2) Marine aircraft wings (MAW) have organic EOD teams in the Marine aviation logistics squadron (MALS) of designated Marine aircraft groups (MAG) (enclosure (4)).
- (3) The EOD units within the FMF are assigned to provide EOD support to the Marine expeditionary force (MEF). To provide flexibility, components of the FMF are often task organized below the MEF; i.e., Marine expeditionary brigade

- (MEB) and the Marine expeditionary unit (MEU). To provide adequate support to task organized units, it may be necessary to task organize EOD teams. The concept of employment for task organized EOD teams is outlined in enclosure (3).
- d. Major Marine Corps installations are provided EOD capabilities by organic EOD teams of varying size, consisting of a minimum of one officer and three enlisted technicians.
- e. Department of Defense (DoD) support of the United States Secret Service (USSS) protective missions, as outlined in reference (p), is a commitment made by the Secretary of Defense (SecDef) several years ago that has the highest priority in terms of resources. One very important aspect of that support includes EOD. Commanders with EOD assets are subject to requests for support from the CMC (LPO-1), and shall provide such support as their primary mission will permit. Additional guidance is given in references (p), (q), and enclosure (5) of this Order.
- f. Per reference (r), each EOD team must maintain a capability to respond to transportation accidents involving conventional munitions and explosives within 2 hours of initial notification. Overseas units will be subject to host nation restrictions. All Marine Corps EOD teams listed in reference (r) must be requested for response via the Marine Corps Command Center, Washington, DC.
- g. Commanding officers, with organic or attached EOD personnel are responsible for ensuring that the following conditions are maintained relative to EOD:
- (1) Proficiency of personnel in performing EOD procedures, the operation and maintenance of EOD equipment, and the disassembly and inerting of ordnance.
- (2) Rendering safe and ordnance disassembly procedures are to be performed by at least two EOD technicians, per appropriate instructions. During category A and B emergencies, one EOD technician may perform EOD procedures with a non-EOD person as an observer.
- (3) Promulgation of a standing operating procedure (SOP) for EOD to ensure continuity of operations and conformance to regulations.
- (4) Personnel meet ITS standards for OccFld 23 per reference (o).

10. Logistics

a. <u>Supply</u>

- (1) All EOD teams, with the exception of the Camp Fuji EOD team, are equipped to perform conventional, chemical, and nuclear EOD operations. Camp Fuji's EOD team capabilities are limited to conventional ordnance only. Enclosure (6) lists the minimum quantities of special tools and equipment sets required for EOD team operations.
- (2) Per references (s) and (t), all EOD equipment shall be maintained in a high state of readiness and repair. Boxes, tool sets, and kits shall be packaged for ready handling and properly marked to permit rapid assembly of the proper equipment for assigned missions.
- (3) Procedures employed by EOD personnel shall be classified per references (h) and (u). Individual items of special tools and equipment used during these procedures, normally show no material security classification. This equipment must be immediately available to the using unit and stored under the classification assigned.
- (4) EOD units shall submit requisitions through normal supply channels, per references (s) and (t), for special tools and equipment. Such requisitions will be submitted in a timely manner to ensure quantities of equipment, as listed in enclosure (6), are on hand and complete.
- (5) Class V(W) training allowances are contained in reference (v) and are allocated for EOD MOS training only. Explosive materials required for EOD operations in support of training exercises must be provided by commands requesting EOD support. Special allowances for support of EOD operations may be requested per reference (v). Class V(W) combat allowances for FMF EOD units are contained in reference (w).
- (6) All stocks of Marine Corps Purpose Codes A and C, EOD unique equipment end items, are held by the MCD, NAVEODTECHCEN, Indian Head, Maryland. Initial issue and replacement of end items will be effected by MCD, NAVEODTECHCEN.
- (7) Repair of certain low density items of equipment is accomplished via the MCD, NAVEODTECHCEN, using a Depot Maintenance Interservice Support Agreement (DMISA), between the Commander, Marine Corps Logistics Bases (COMMARCORLOGBASES) (Code 833-3), Albany, Georgia, and the Commanding Officer, Naval EOD Technology Center. Technical Assistance Information Letters (TAIL), published by the MCD, NAVEODTECHCEN, and the applicable Components List (SL-3), shall be consulted prior to turn in for repair.
- b. Transportation. Motor transport is provided to commanders by current tables of equipment (T/E). Commanders shall ensure that vehicles are provided in sufficient quantity

to allow each EOD teams to possess a 24-hour emergency response capability. EOD vehicles shall be designated, in writing, as emergency vehicles by the local commander and equipped with emergency lighting, sound devices, and communication equipment. Use of emergency light and sound devices will be in compliance with State and local regulations. These vehicles should be assigned by type and number to ensure a rapid response to an EOD incident/accident. Designated emergency vehicles must possess an off-road capability.

c. <u>Communication</u>. Communication equipment is also provided to commanders by current T/E's. It is essential that commanders provide EOD teams with communications equipment in sufficient quantity to perform their mission. For FMF EOD teams, a short range (between teams) and long range (between teams and parent command) communications capability is necessary for a timely response to EOD incidents/accidents threatening air/ground combat element operations. Correspondingly, base/station EOD teams must be provided sufficient communications equipment to interface with command safety networks to include: range control, airfield operations, and disaster preparedness operations.

11. Publications

- a. EOD publications are provided to cover conventional, chemical, and nuclear weapons EOD operations. Consolidated lists of authorized publications are provided to each EOD unit.
- b. Publications dealing with conventional ordnance are normally written, stocked, and issued under the direction of the CO, NAVEODTECHCEN, Indian Head, Maryland.
- c. Publications dealing with nuclear weapons EOD procedures are contained in Special Weapons Ordnance Publication-6 (SWOP-6) manuals and bear a security classification of secret restricted data (SRD). SWOP-6 manuals are written and published by Sandia Laboratories, Albuquerque, New Mexico, and are released by the Department of Energy. These publications are stocked and issued by the Officer in Charge, Naval Ordnance Station, Indian Head Detachment, Army Ammunition Plant, McAlester, Oklahoma 74501-5190. Commanders with an EOD capability shall ensure that EOD units maintain SWOP-6 manuals in strict adherence to reference (i), and the following:
- (1) Adequate security will be provided for SWOP-6 manuals without impairing the immediate availability or usefulness of the publications.
- (2) All EOD team publications shall be stored in spaces assigned to the EOD team. These publications shall be immediately accessible to the EOD team.

- (3) Personnel having access to SWOP-6 manuals shall possess a final SECRET security clearance, based on a BI and shall be certified for CNWDI access, per reference (e).
- (4) Access to SWOP-6 manuals will be controlled on a strict "need to know" basis.
- (5) A document destruction capability will be maintained per reference (h). First priority for destruction will be given to SWOP-6 manuals of secret or higher classification.
- (6) Storage facilities for EOD publications shall be in compliance with chapter 14 of reference (h).
- d. The 60 series EOD publications are classified as outlined in reference (u), and shall be kept up to date, as required by reference (x).

12. Report of EOD Operations

- a. A report, in the format prescribed by enclosure (7), shall be submitted on any EOD procedure involving the application of special EOD tools which provide for the interruption of functions, or separation of essential components of explosive ordnance items, to preclude an unacceptable detonation or munitions function.
- (1) The report shall be prepared by the person performing the operation, immediately upon completion, and forwarded expeditiously through command channels to the CMC (LPO-1) with a copy (complete with photographs, diagrams, etc.) to the Officer in Charge, Marine Corps Detachment, Naval Explosive Ordnance Disposal Technology Center, Indian Head, MD 20640-5098. Report Symbol DN-8027-01 is assigned to this report.
- (2) The reporting of render safe procedures (RSP) should be made in reference to a 60 series EOD publication, when appropriate.
- (3) Reports containing a detailed RSP will be classified per reference (u).
- (4) That portion of an EOD procedure pertaining to the final disposition of explosive ordnance which may be accomplished by demolition, burning, demilitarization, transfer of disarmed items or residue to the services having logistics responsibility, or by placing such items of residue in the proper channels for further evaluation, shall be included in reports submitted during combat operations. In addition, each response team will maintain a detailed chronological record of each incident response. This record will identify any hazardous material left behind for later disposition, including how material was marked and its grid coordinates.

When the incident is complete, a report must be forwarded to higher headquarters via command channels as soon as possible, for inclusion on situation maps.

- (5) Maintain copies of the following reports for a minimum of 2 years:
 - (a) EOD Operation Report.
 - (b) EOD Tool/Equipment Discrepancy Report.
 - (c) EOD Publication Discrepancy Report.
 - (d) Written procedures for inerting operations.
- (e) Marine Corps documentation of new and unknown items of foreign ordnance reported electronically to the MCD, NAVEODTECHCEN.
- $\,$ (f) Commanding officer guide for processing of Marine Corps personnel for EOD duty.
- b. EOD operations, conducted by overseas EOD units, involving actual improvised explosive devices (IED) shall be reported as prescribed in paragraph 12a with a copy provided (complete with photographs, diagrams, dimensions, etc.) to the Federal Bureau of Investigation (FBI), Training Division, Bomb Data Program, 10th and Pennsylvania Avenue NW, Washington, DC 20535. CONUS based EOD units will submit a copy to the nearest FBI field office.
- c. All reports of new and unknown items of foreign ordnance shall be transmitted electronically (priority precedence) to the MCD, NAVEODTECHCEN, with information copies to the CMC (LPO-1) and commanders in command channels senior to the reporting activity. The message shall include a description of the item and the EOD procedure employed. During MINIMIZE, an alternate means of submission (NAVGRAM, registered mail, or established courier services) shall be used.
- d. EOD units encountering unacceptable conditions when using special EOD tools/equipment, or finding 60 series EOD publications to be incorrect, shall submit a discrepancy report to the MCD, NAVEODTECHCEN, using the format contained in enclosures (8) or (9), as appropriate. These reports are exempt from reports control and do not require symbolization. Special EOD tools/equipment are identified as those items listed in reference (Y), as having National Stock Numbers (NSN) beginning with 1385 or 1386. Report on tools or equipment shall include usage data, age of item, and conditions of failure. Discrepancies in the 60 series EOD publications (mistakes, omissions, or incorrect figures) shall be identified and recommendations submitted to correct the deficiencies.

13. Reserve Applicability. This Order is applicable to the

Marine Corps Reserve.

R. J. WINGLASS
Deputy Chief of Staff
for Installations and
Logistics

DISTRIBUTION: PCN 10203370000

Copy to: 7000047 (5)

7000119, 120, 144, 148, 164/8145001/8507 (1)

GUIDELINES FOR CONDUCTION AND REPORTING INTERVIEWS

1. Information

- a. These guidelines are established to assist currently qualified explosive ordnance disposal (EOD) officers and staff noncommissioned officers in interviewing applicants who volunteer for a lateral move into MOS's 2305 and 2336.
- b. Marines volunteering to enter the EOD program should first be directed to contact their career planner to see if they possess the necessary prerequisites. The career planner should contact the nearest Marine Corps EOD unit to schedule an interview. The EOD unit contacted should advise the career planner to ensure the Marine's Officer Qualification Record/ Service Record Book (OQR/SRB), health and dental records, and a copy of the Marine's basic training record are brought to the interview.
- 2. <u>Conducting the Interview.</u> The following information, as a minimum, should be obtained to assist the interviewer in determining a recommendation and drafting the interview letter:
 - a. Name, grade, social security number, and MOS(s).
 - b. Organization and telephone number.
 - c. Name and telephone number of immediate supervisor.
 - d. GT score.
 - e. Clearance, basis, and date completed (if any).
 - f. Proficiency and conduct marks (if applicable).
- g. Any adverse comments in ${\rm OQR}/{\rm SRB}$ pages 11 through 13 that might reflect on reliability.
- h. Any adverse entries in health and dental records concerning physical or mental problems that may effect reliability screening. Check to see if optical inserts for protective masks are required. If so, the Marine must have them for both the M17 and M9 masks. Ascertain any tendency towards claustrophobia. Dental class should be I or II. Request help from medical personnel, if interpretation of records required.
- i. Impressions of the Marine's maturity, appearance, attitude, or any other significant observations.
- 3. Reporting Interview Results. Upon completion of an interview, a letter report will be forwarded to the CMC (MMOA/MMEA), via the Marine's commanding officer. Appendixes A and B of this enclosure provide a sample letter format.

4. The Marine's commanding officer will certify, on enclosure (2), that all prerequisites required by NAVMC 2771 have been met prior to the Marine's detachment.

ENCLOSURE (1)

SAMPLE FORMAT

From: Interviewing Officer

To: Commandant of the Marine Corps (MMOA), Headquarters

Marine Corps, Washington, DC 20380-0001

Via: Commanding Officer

Subj: LATERAL MOVE INTERVIEW OF FIRST LIEUTENANT JOHN Q. MARINE SSN/MOS USMC

Ref: (a) MCO 3571.2

(b) MCO 1210.8

(c) OPNAVINST 5510.1

(d) OPNAVINST C5510.83(NOTAL)

- 1. Recommended with enthusiasm/confidence/not recommended.
- 2. Per references (a) and (b), First Lieutenant Marine was interviewed concerning a lateral move to MOS 2305, Explosive Ordnance Disposal (EOD) Officer. The following is provided for information, if First Lieutenant Marine's lateral move request is approved (the second sentence above and the following may be omitted if the Marine is not recommended. A brief explanation, i.e., "The subject Marine does not meet minimum requirements," should be added. In this case, only reference (a) need be listed):
- a. First Lieutenant Marine must be granted a "FINAL SECRET" security clearance based upon the completion of a satisfactory National Agency Check (NAC) or Entrance National Agency Check (ENTNAC). If no record exists of previously conducted investigations, an interim secret clearance may be granted with the submission of a NAC and completion of a Local Records Check (LRC). (This paragraph may be omitted if the Marine already holds a "FINAL SECRET" or higher clearance).
- b. First Lieutenant Marine must have a Background Investigation (BI) initiated, per references (c) and (d), and a final "FINAL SECRET" security clearance granted upon completion of the BI. If the BI is not completed prior to temporary assignment to Naval School, EOD (NAVSCOLEOD), results of the completed BI are to be forwarded to: Marine Corps Representative, Naval School, Explosive Ordnance Disposal, Indian Head, MD 20640-5040.
- c. Any other information that would be helpful to the Marine's commanding officer.

Appendix A to ENCLOSURE (1)

d. A copy of this letter should accompany any correspondence concerning First Lieutenant Marine's lateral move to MOS 2305.

Typed name and signature of interviewer

Copy to: CMC (LPO-1)

Appendix A to ENCLOSURE (1)

SAMPLE FORMAT

From: Interviewing Officer/NCOIC

To: Commandant of the Marine Corps (MMEA), Headquarters

Marine Corps, Washington, DC 20380-0001

Via: Commanding Officer

Subj: LATERAL MOVE INTERVIEW OF CORPORAL JOHN D. MARINE

SSN/MOS USMC

Ref: (a) MCO 3571.2

(b) MCO 1220.5

(c) MCO 7220.24

(d) OPNAVINST 5510.1

(e) OPNAVINST C5510.83

- 1. Recommended with enthusiasm/confidence/not recommended.
- 2. Per reference (a), Corporal Marine was interviewed concerning a lateral move to MOS 2336, Explosive Ordnance Disposal (EOD) Technician. The following information is provided if Corporal Marine's lateral move request is approved (the second sentence above and the following may be omitted if the Marine is not recommended. A brief explanation, i.e., "the subject Marine does not meet minimum requirements," should be added. In this case, only reference (a) need be listed):
- a. Per reference (b), Corporal Marine must agree to extent or reenlist to have a minimum of 36 months obligated service, from the date of entry, into EOD School. The only exception to this is if Corporal Marine requests assignment under the provisions of reference (c).
- b. Corporal Marine must be granted a "FINAL SECRET" security clearance based upon the completion of a satisfactory National Agency Check (NAC) or Entrance National Agency Check (ENTNAC). If no record exists of previously conducted investigations, an interim "SECRET" clearance may be granted with the submission of a NAC, and completion of a Local Records Check (LRC). (This paragraph may be omitted if Marine already holds a "FINAL SECRET" or higher security clearance).
- c. Corporal Marine must have a Background Investigation (BI) initiated, per references (d) and (e), and a "FINAL SECRET" security clearance granted upon satisfactory completion of the BI. If the BI is not complete prior to temporary assignment to Naval School, Explosive Ordnance Disposal (NAVSCOLEOD), results of the completed BI are to be forwarded to: Marine Corps Representative, NAVSCOLEOD, Indian Head, MD 20640-5040.

- d. Any other information that would be helpful to the Marine's commanding officer.
- e. Per reference (b), a copy of this letter should accompany any correspondence concerning Corporal Marine's lateral move into MOS 2336.

Typed name and signature of interviewer

Copy to: CMC (LPO-1)

Appendix B to ENCLOSURE (1)

COMMAND OFFICER'S GUIDE

NOTE: This form is intended for use by career planners, administrative personnel, and commanders during the selection process for EOD duty. Complete this form and insert a copy in the Marine's OQR/SRB upon receipt of orders, prior to detachment.

1. Marine has been counseled regarding the EOD program and understands the provisions of NAVMC 2771 and MCO 1200.7G relative to assignment.

2. Marine has required interview with EOD Officer/ SNCOIC and

proper	corresp	pondence	accomp	plished.	
3. Ma:	rine is	a volun	teer		

- 4. Verify that the Joint Uniformed Military Pay System (JUMPS)/Manpower Management System (MMS) has record of clearance based on ENTNAC, NAC, or BI. Final Secret clearance is required.
- 5. Weight is proportionate to height. _____
- 6. Reading comprehension test administered with a minimum score of 10.9. _____
- 7. Passed most recent Physical Fitness Test. _____
- 8. Passed GMST within the last 12 months. _____
- 9. Currently qualified with T/O weapon.
- 10. Personal financial record, health, dental, training records, and others are entrusted to the Marine's care for delivery to the OIC, MCADMINDET, NAVSCOLEOD.
- 11. Marine's average conduct and proficiency markings are at least 4.2/4.2, respectively.
- 12. Marine's GT score is 110 or above. No waivers will be granted.
- 13. Be eligible for or possess a valid military driver's license.
- 14. Medically screened for explosive driver's license.
- 15. SNM has at least 36 months of obligated active service upon entering training. $_$

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16. Marine is a United States citizen.
17. If not a natural born U.S. citizen, the Marine has been advised to procure proof of United States citizenship per MCO 1306.2M.
18. Marine is serving in the rank of Cpl/Sgt.
Commanding Officer's Signature

ENCLOSURE (2)

CONCEPT OF EMPLOYMENT FOR TASK ORGANIZED EOD TEAMS

<u>General Information.</u> During times of conflict, multiple explosive ordnance disposal (EOD) incidents over a broad geographical area may require EOD teams to operate independently for extended periods of time, without returning to their parent units; the Combat Service Support Element (CSSE) of a MAGTF or the Marine Aviation Logistics Squadron (MALS). Accordingly, each team shall consist of not less than two EOD qualified Marines. The priority of response for these teams will be determined by the category into which each incident is placed. Incidents may be so numerous and/or widely separated that response teams may be required to respond only to those incidents in category A. Task organized EOD teams must have adequate communications equipment to maintain constant contact with the Combat Service Support Operations Center CSSOC) and supporting Ground Combat Elements (GCE). In the case of the MALS, communication with airfield operations and the Air Combat Element (ACE) is essential. This will allow the CSSOC and the MALS EOD team to assign incident responses in order of priority, and dispatch response teams from one incident site to another, without returning to the CSSE/MALS.

2. <u>EOD Operations</u>

- a. The tactical situation will dictate, to a large degree, the actions taken by the EOD team at the incident site. Additionally, the team leader must consider:
 - (1) Incident category.
 - (2) Time constraints.
 - (3) Enemy threat.
 - (4) Importance and vulnerability of adjacent facilities.
 - (5) Personnel safety.
 - (6) Type of ordnance/fuzing involved.
 - (7) Standard or improvised EOD procedures to use.
- (8) Results of planned action (i.e., possible damage, contamination, etc.).
- b. Some incidents may require additional support personnel; i.e., decontamination team, heavy equipment operators, security, etc. In these cases, the commander requesting EOD support must assist the EOD team in obtaining the required additional support. The team leader, being the most knowledgeable regarding the hazards involved, must advise the commander of the hazards and possible consequences of EOD

procedures used. When the responsible authority cannot be located, the EOD team leader may find it necessary to take charge until the hazard is neutralized/reduced.

3. Requests for EOD Support. All requests for EOD support should go through command channels to the CSSOC/MALS. This will allow requests to be prioritized and placed in the proper incident category. Response teams may respond to predetermined priorities outlined in Operations Plans (OPLAN).

ENCLOSURE (3)

MCO 3571.2F 18 Aug 90 MARINE CORPS ACTIVITIES HAVING EOD RESPONSIBILITIES

<u>Organization</u> EOD Units T/O No. T/E No.

HQSVCCo, 7th EngSptBn, 1stFSSG	EOD Platoon	3411F <u>1</u> /	N-3151
HQSVCCo, 8th EngSptBn, 2dFSSG	EOD Platoon	3411S <u>1</u> /	N 3251
HQSVCCo, 9th EngSptBn, 3dFSSG	EOD Platoon	3411G <u>1</u> /	N 3351
BSSG 1, 1stMEB	EOD Team	3851G <u>1</u> /	в 3321
MALS-11, MAG-11, 3dMAW	EOD Team	8810	N-8810
MALS-12, MAG-12, 1stMAW	EOD Team	8810	N-8810
MALS-13, MAG-13, 3dMAW	EOD Team	8810	N-8810
MALS-14, MAG-14, 2dMAW	EOD Team	8810	N-8810
MALS-16, MAG-16, 3dMAW	EOD Team	8910	N-8910
MALS-24, MAG-24, 1stMEB	EOD Team	8810	N-8810
MALS-26, MAG-26, 2dMAW	EOD Team	8910	N-8910
MALS-29, MAG-29, 2dMAW	EOD Team	8910	N-8910
MALS-31, MAG-31, 2dMAW	EOD Team	8810	N-8810
MALS-32, MAG-32, 2dMAW	EOD Team	8810	N-8810
MALS-36, MAG-36, 1stMAW	EOD Team	8910	N-8910
MALS-39, MAG-39, 3dMAW	EOD Team	8910	N-89I0
MCCDC, Quantico, VA	EOD Team	7411	7401
MCB, Camp Lejeune, NC	EOD Team	7511	7500
MCD, Camp Pendleton, CA	EOD Team	7611	7610
MCAGCC, Twentynine Palms, CA	EOD Team	7711	7700
SOMS, MCAS, Cherry Point, NC	EOD Team	8411	8411
SOMS, MCAS, El Toro, CA	EOD Team	8421	8421
SOMS, MCAS, Iwakuni, JA	EOD Team	8451	8451
SOMS, MCAS, Kaneohe Bay, HI	EOD Team	8472	8472

Organization	EOD Units	T/O No.	T/E No.
HQHQRON, MCAS, Yuma, AZ	EOD Team	8476	8476
HQHQRON, MCAS, Beaufort, SC	EOD Team	8485	8485
Range Co, Camp Fuji, JA	EOD Team	7801	7800

 $\underline{1}/$ The FSSG/BSSG T/O's listed are peacetime manning documents and are based on the N series T/O for the FSSG.

ENCLOSURE (4)

EOD SUPPORT TO THE U.S. SECRET SERVICE

1. Information

- a. The DoD provides continuous EOD support to the United States Secret Service (USSS) under Public Law 94524, and frequent support to the Department of State (DOS) under the provisions of the Economy Act.
- b. Before the 1984 Presidential campaign, routine requests and tasking were centralized because the Army operated as the primary point of contact. During the 1984 Presidential campaign, procedures for use of military assets, for the USSS, were modified, to allow the USSS to identify "the closet available unit" and to request the support of the identified unit through service channels.
- c. The Secretary of Defense (SecDef) is continuing, as a permanent change to DoD policy, the use of the "closest available unit" concept for all future USSS and DOS missions, and has designated the Army as the DoD Executive Manager for USSS support. The Army, conforming to this policy, will contact the appropriate service headquarters to provide EOD support.

2. Action

- a. All commands, with EOD teams identified in appendix A of this Order, are subject to requests for support from the CMC (LPO-1). Since USSS support will be secondary to the unit's primary mission, the planned availability of teams per command is based on an estimate of what could be made available without significantly degrading normal operations. The CMC (LPO-1) should be notified in the event the planned teams will not be available.
- b. Funding will be from locally available Operations and Maintenance funds. As noted in SECNAVINST 3020.4E, all support costs are reimbursable by the USSS, with the exception of support provided to the President and Vice President of the United States, or other officials immediately next in order of succession.
- c. Commanders will provide appropriate orders to assigned personnel. The following will be considered:
 - (1) Government messing and quarters will not be used.
- $\mbox{(2)}$ Quarters will be arranged and paid for by the USSS (not including incidents).
- (3) Rental cars, if required, will be used at temporary duty locations (one midsize four-door sedan is considered appropriate for each two man team).

- d. Commands will submit claims for reimbursement per paragraph 035808 of the NAVCOMPT Manual, volume 3. Submit reimbursement to: Director, USSS, U.S. Treasury Department, 1800 G Street NW, Washington, DC 20223.
- e. All personnel will wear appropriate civilian attire. Pending revision of DoD Directives 3025.13 (the enclosure to SECNAVINST 3020.4E) and 1338.18, the Deputy SecDef Memo 2431.7 of 23 Dec 1987 authorizes enlisted EOD personnel providing support to the USSS to receive a cash allowance to acquire the necessary civilian attire. EOD personnel are not restricted to the 15-day limitation in connection with temporary duty. Submit requests for the clothing allowance by message to the CMC (MCUB) with information copy to the CMC (LPO-1).
- f. Commands will report all support provided USSS per SECNAVINST 3020.4E.
- g. Submit requests for additional EOD Identification Cards (DD Form 2335) to the CMC (LPO-1) per SECNAVINST 3020.4E.

ENCLOSURE (5)

PLANNED AVAILABILITY OF TEAMS

Command	Available Teams
COMCABEAST	
MCAS, Cherry Point, NC MCAS, Beaufort, SC	1 1
COMCABWEST	
MCAS, El Toro, CA MCAS, Yuma, AZ	1 2
SECOND MAW	
MALS-14 MALS-26 MALS-29 MALS-31 MALS-32	1 1 1 1
THIRD MAW	
MALS-11 MALS-13 MALS-16 MALS-39	1 1 1
MCCDC, Quantico, VA MCB, Camp Lejeune, NC MCB, Camp Pendleton, CA MCAGCC, Twentynine Palms, CA 1stFSSG 2dFSSG	2 1 1 2 3 3

NOTE: Each team will consist of two Marines. EOD team leaders shall be a staff sergeant or above for Presidential/Vice Presidential missions. A sergeant is acceptable for all other missions.

Appendix A to ENCLOSURE (5)

MINIMUM QUANTITIES OF EQUIPMENT FOR MARINE CORPS EOD UNITS

- 1. Quantities of equipment in this enclosure are authorized on current T/E's. The quantity appearing in parenthesis indicates the future planned allowance.
- 2. Quantities appearing in column 1 indicate requirements for the EOD platoon, headquarters and service company, engineer support battalion, FSSG.
- 3. Quantities appearing in column 2 indicate requirements for the EOD team, supply company, brigade service support group, $1st\ MEB.$
- 4. Quantities appearing in column 3 indicate requirements for all other EOD units, both FMF and non-FMF.

TAMCN	<u>Item</u>	<u>U/I</u>	Col 1	Col 2	Col 3
C2290-IIE	Prot Cloth and Equip Set, EOD $\underline{1}/\underline{5}/$	SE	AR	AR	AR
C4812-IIE	File Cabinet, 4Drw W/Comb Lock	EA	AR	AR	AR
C4180-IIE	Breathing Apparatus Oxygen, M20 <u>5</u> /	SE	9	3	4
C6677-IIE	View/Printer, Micro- fiche <u>2</u> /	EA	4	2	1
E0022-IIE	Explo Analysis Kit EOD, MK 10 <u>2</u> /	KT	0(4)	0(1)	0(1)
E0129-IIE	Book Set EOD	SE	2	1	1
E0260-IIE	Blasting Cap Container, MK 663 <u>2</u> /	EA	AR	AR	AR
E0359-IIE	Demo Firing Device, M122 <u>2</u> /	SE	4(16)	1(2)	1(2)
E0515-VIIG	Generator Steam, MK 62 <u>2</u> /	SE	0(4)	0(1)	0(1)
E0759-IIE	Mechanical Remote Fuze Dismbly Kit, MK 121	SE <u>2</u> /	4	1	1

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TAMCN	<u>Item</u>	<u>U/I</u>	Col 1	Col 2	Col 3
E0958-IIE	Locator Ordnance EOD, MK 26 <u>2</u> /	SE	4	1	1
E1037-IIE	Microfiche Set, EOD $\underline{2}/$	SE	4	9(2)	1
NO TAMON	Robot Electrical, EOD $\underline{2}/\ \underline{4}/\ \underline{5}/$	EA	0	0	0
E1653-VIIB	Shop Set, EOD $\underline{2}/$	SE	4	1	1
E1840-IIE	Stethoscope, Set EOD $\underline{2}/$	SE	4	1	1
E2250-IIE	Tool Kit, Field Maint. EOD Squad <u>2</u> /	SE	4(8)	1(2)	1
E2650-IIE	Tool Kit, Hand Non- Magnetic, MK 36 <u>2</u> / <u>5</u> /	SE	4	1	1
E2655-IIE	Tool Kit, EOD, MK 37 $\underline{2}$ /	SE	4	1	1
E3018-IIE	Tool Set, EOD Lightweight X-Ray, MK 32 <u>2</u> /	SE	4	1(2)	1
E3070-IIE	Tool Set, MK 1, MOD 3 <u>2</u> /	SE	4(8)	1(2)	1
E3080-IIE	Tool Set, MK 2, MOD 1 <u>2</u> /	SE	4(24)	1(12)	1(3)
E3110-IIE	Tool Kit, EOD Nuclear Weapons <u>2</u> / <u>5</u> /	SE	2	1	1
J3030	Camera Polaroid SX-70 <u>1</u> / <u>3</u> /	SE	4(8)	1(2)	1

 $[\]underline{1}/$ For non-FMF units, this item is Stores Account Code 1 per paragraph 4 of the unit's T/E.

ENCLOSURE (6)

 $[\]underline{2}/$ Marine Corps program stocks of end items stocked and stored by the Marine Corps Detachment, Naval Explosive Ordnance Disposal Technology Center, Indian Head, Maryland.

^{3/} Latest MOD available.

 $[\]underline{4}/$ Base/station EOD teams only. Assigned to property account.

 $[\]underline{5}/$ Not required for EOD team, Camp Fuji, Japan.

EOD REPORT FORMAT

From:

To: Commandant of the Marine Corps (LPO-1), Headquarters

Marine Corps, Washington, DC 20380-0001

Via:

Subj: EXPLOSIVE ORDNANCE DISPOSAL REPORT (REPORT SYMBOL DN-8027-01)

1. Reported by:

Reported to:

Time, Date:

Location:

- 2. Detailed description of ordnance or item encountered (include photographs, X-rays, drawings, etc.):
 - a. Type of ordnance:
 - b. Markings:
 - c. Measurements:
 - d. Filler:
- 3. Detailed description of fuzing:
 - a. Type by function:
 - b. Location (nose, tail, transverse, etc.):
 - c. Condition:
- 4. Render Safe Procedure (RSP) used. For classified RSP's, cite applicable 60 series publication, and paragraph.
- 5. Chronological record of operation, to include disposition.

Signature

(typed name and grade)

Copy to:
OIC MCD NAVEODTECHCEN
CO NAVSCOLEOD (IED's only)

EOD TOOL/EQUIPMENT DISCREPANCY REPORTING FORMAT

From:

To: Officer in Charge, Marine Corps Detachment, Naval Explosive Ordnance Disposal Technology Center, Indian Head, MD 20640-5098

Subj: EXPLOSIVE ORDNANCE DISPOSAL (EOD) TOOL/EQUIPMENT DISCREPANCY REPORT

Ref: (a) MCO 3571.2F

- 1. Per the reference, the subject report is submitted:
 - a. <u>Item description</u>
 - (1) Nomenclature.
 - (2) NSN.
 - (3) Serial number if applicable.
 - (4) Date of manufacture/receipt.
 - b. Reason for Report
 - (1) Failure/suspected failure or malfunction.
- (2) Damage from improper maintenance, use, test, or upon receipt.
 - (3) Can be improperly assembled/operated.
 - c. <u>Disposition of Items</u>
 - (1) Holding, pending instructions.
 - (2) Forwarded for investigation.
 - (3) Repaired, returned to supply/disposal.
- $2. \;$ Amplifying remarks, to include attendant circumstances and recommendations.

Signature (typed name and grade)

ENCLOSURE (8)

EOD PUBLICATION DISCREPANCY REPORTING FORMAT

From:

To: Officer in Charge, Marine Corps Detachment, Naval Explosive Ordnance Disposal Technology Center, Indian Head, MD 20640-5098

Subj: EXPLOSIVE ORDNANCE DISPOSAL (EOD) PUBLICATION DISCREPANCY REPORT

Ref: (a) MCO 3571.2F

- 1. Per the reference, the subject report is submitted:
 - a. Publication Identification.
 - (1) Publication number/date.
 - (2) Page and paragraph.
 - b. Type of Report. Safety, operational or routine.
- 2. Amplifying remarks, to include recommendations.

Signature (typed name and Grade)

ENCLOSURE (9)